



UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF WASHINGTON

## CASE ADMINISTRATOR

### REVISED ANNOUNCEMENT

**ANNOUNCEMENT NUMBER** 17-WAW-17 (REVISED)

**ANNOUNCEMENT DATE** March 22, 2017

**CLOSING DATE** Open until filled; preference given to resumes received by May 14, 2017

The U.S. District Court for the Western District of Washington is seeking an articulate, self motivated and detail minded individual to join our Case Administrator team. This position is located in the office of the Clerk of Court at the federal courthouse in Seattle, Washington. Case Administrators interact extensively with chambers, attorneys, government agencies and the public and require professionalism, discretion, flexibility, initiative, and commitment.

**REPRESENTATIVE DUTIES** Case Administrators have a variety of responsibilities relating to Judges' caseloads, including maintaining the official case records and managing the progression of cases from opening to final disposition. Case Administrators are responsible for the accurate and timely entry of both civil and criminal orders to the docket, monitoring the completion of required procedural steps, performing quality control, and notifying interested parties when orders are docketed. This is a behind the scenes position involving interaction over the phone and via e-mail, providing procedural information, assistance and answering inquiries on case status.

Case Administrators are part of a self managing team, and are responsible for hiring, training, addressing issues within the team and making recommendations for personnel and disciplinary actions as needed. The team develops quality standards, provides training, plans and distributes work, handles leave and coverage issues. This requires responsibility, flexibility, and a desire to work collaboratively within their team and the Clerk's Office as a whole.

**QUALIFICATIONS** Candidates must have a high school diploma or equivalent and a minimum of three years of progressively responsible administrative, technical or professional experience. Knowledge of Word is desired.

The successful candidate will also possess:

- Proven experience in handling multiple workload demands, including frequent interruptions, while maintaining a high level of concentration;
- Ability to research complex issues and be familiar with a variety of internal and external resources;
- Demonstrated ability to function collaboratively within a team and the larger office;
- Ability to take initiative and work without direct supervision;
- Ability to communicate information in an accurate, timely, and discrete manner;
- Accuracy and attention to detail;
- Ability to exercise sound independent judgment;

<p><b>PREFERRED QUALIFICATIONS</b></p> <p><b>SALARY RANGE</b></p> <p><b>BENEFITS</b></p> <p><b>INFORMATION FOR APPLICANTS</b></p>	<ul style="list-style-type: none"> <li>• Strong computer and analytical skills;</li> <li>• Excellent customer service skills;</li> <li>• Ability to work well under stress;</li> <li>• An attendance record that indicates reliability and commitment.</li> </ul> <ul style="list-style-type: none"> <li>• Court or legal experience (familiarity with the legal system/legal terminology);</li> <li>• Familiarity with civil and criminal procedures;</li> <li>• Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems;</li> <li>• A bachelor's degree.</li> </ul> <p>Court Personnel System Classification Level: CL24, Step 1 – 61, \$38,901 – \$63,277 CL25, Step 1 – 61, \$42,971 - \$69,881 Depending on experience and qualifications; additional promotional potential without further recruitment.</p> <p>The District Court offers a generous benefit package, including transit passes, participation in a defined benefit pension plan (the Federal Employees Retirement System), Thrift Savings Plan (similar to a 401K), health and life insurance benefits, flexible spending accounts, and long term care options, annual and sick leave accrual, and ten paid holidays per year. Judiciary employees are <u>not</u> covered by the Executive Branch civil service classification system or regulations. For additional information on employment with the federal courts, please visit <a href="http://www.uscourts.gov">www.uscourts.gov</a>.</p> <p>Qualified applicants should submit the following:</p> <ul style="list-style-type: none"> <li>• Cover letter</li> <li>• Resume</li> <li>• Narrative statement of no more than one page that answers the following question:</li> </ul> <p><b><i>Describe a time in your work history where your communication skills made a difference. What was the situation, what did you do, and what was the outcome?</i></b></p> <p>Via e-mail (Word or Acrobat .pdf format) to: <a href="mailto:seattle_personnel@wawd.uscourts.gov">seattle_personnel@wawd.uscourts.gov</a></p> <p>Or to: Human Resources (#17-WAW-17) U. S. District Court 700 Stewart Street, Suite 2218 Seattle, WA 98101</p> <p>Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered "at will" employees. Applicants selected for interviews must travel at their own expense.</p> <p>The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of</p>
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employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case by case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time from the original announcement, management may elect to select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.